

New Hire Checklist



Welcome to TAMU-CC!

This Checklist will help you ensure that you have the best onboarding experience. This checklist has information about the items that you must complete before your first day of employment. Failure in completing these items before your start day, may result in late access to computers, email, benefits, direct deposit payments, and other important items.

Before Getting Started....

- **Single Sign-On (SSO)** is the employee portal for several university systems.
- **WorkDay (WD)** is available within SSO and it is the primary employee account management system where you are able to complete your new hire 'paperwork'. We strive for a paperless process and these forms will be electronic 'tasks' or 'To-Do' in your Workday Inbox.
- **Computer Access and IslandID** will be provided via email by the I.T. department after HR has initiated your hire process in Workday. Please get started [HERE](#) to complete other access items.
- **I-9/Guardian** is an employment eligibility system. This is where your I-9 form is processed. You will receive an email from HR or 'Perfect Compliance' with a link requesting for you to enter personal information to verify your identity. Additionally, you will be required to submit the contact information of your remote agent. If you do not have a remote agent, you may come by the HR office for assistance. This form must be completed before your THIRD day of work.

Claim your Island ID: Employee Email & Computer Account

- You will receive access **AFTER** you have received your 'Claim ID' email notification. This email will be sent by the IT department from myislandid@tamucc.edu. If you do not receive this email within 24 hours of HR initiating your hire process, then please reach out to employment@tamucc.edu.
- If you are a previous employee or currently have a student email, please contact the IT Help Desk at 361-825-2692.
- Claim Island ID email received - You will be able to see your email address and username
- Activate Island ID through link in email OR [HERE](#)

NOTE: Check your Spam/Junk folder just in case!

Single Sign-On (SSO)

- You will obtain access once the HR office creates your profile in WorkDay.
- Log in with your IslandID and Password

WorkDay

- After you access SSO, you will be able to click on the Workday link. **DO NOT** edit any information outside of the tasks listed in the WorkDay inbox. This could cause errors once you receive your tasks.
- Enter personal information (DOB, gender, citizenship status, etc.)
- Enter contact information - The Personal and Work sections of this task require an email address. You may change this information later on.
- Enter emergency contacts
- Answer Veteran, Disability, and TRS questions
- Set up your payment elections (paper/direct deposit). Paper check will be the default.
- Complete all other tasks in Workday inbox. Failure to do so may result in delayed benefits such as medical, dental, vision, life insurance, etc.

TIPS:

- Refresh the page after completing every task

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I-9 Form/Guardian (REQUIRED)

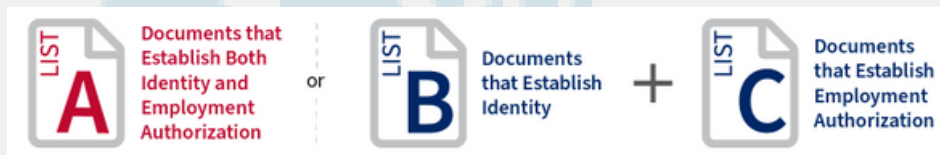
- Used by USCIS to assess employment eligibility. This form may be completed remotely or in person in our office. Failure to complete this form by the THIRD day of employment will result in suspension of your work duties until the form is completed. To complete this form you will need:
 - I-9 link from your HR Welcome email OR separate I-9 link sent to you by 'Perfect Compliance'
 - Remote Agent - This is an individual of your choice (Friend, neighbor, notary public, etc.) that can verify your documents in person, and can attest they are original and have not been tampered with. If you do not have a remote agent, please come to the HR office for assistance.
 - Original employment eligibility documents. Copies and expired documents will not be accepted. See a list of acceptable documents [HERE](#).

Keep in Mind...

- Section 1 must be completed on or before your **FIRST** day of work.
- Section 2 must be completed on or before your **THIRD** day of work.



- From the list of acceptable documents, you must provide one from list A, OR one from list B AND one from list C.



- Please see page 3 of this file for a list of acceptable documents.

Get Started!

- Access Section 1 of the I-9 Form through the link in the HR Welcome email, OR from the Perfect Compliance email.
- After completing section 1, enter the email address of your remote agent. No remote agent? Contact our office for assistance.
 - Your remote agent must be 18 years of age or older.
- Your remote agent should receive an email, notifying them to complete section 2.
 - You must meet with your remote agent in person to complete this step.
- Provide the original employment documents to your remote agent for inspection.
- The remote agent will complete section 2, and upload scans/pictures of the documents through the link provided via email. The images must be clear.

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I-9 LIST OF ACCEPTABLE DOCUMENTS

You may provide a document from **List A** which establishes both identity and employment eligibility or you may provide a document from **List B** (establishing your identity) and a document from **List C** (establishing your employment eligibility). Any document you select to submit must be unexpired and in its original format.

LIST A Documents that Establish Both Identity <u>and</u> Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. Social card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State (<i>form FS-545 or Form DS-1350</i>)
3. An unexpired foreign passport with a temporary I-551 stamp		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		X Voter's registration card		4. Native American tribal document
		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (<i>Form I-197</i>)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report		
		11. Clinic, doctor, or hospital record		
		12. Daycare or nursery school record		